



**FINANCE COMMITTEE AGENDA**  
Room 700, Law and Justice Center

**Tuesday, February 3, 2004**

**3:00 P.M.**

1. Roll Call
2. Approval of Minutes – January 6, 2004
3. Departmental Matters:
  - A. Ruth Weber, County Recorder
    - 1) Items to be presented for Information:
      - a) General Report
      - b) Other
  - B. Robert Keller, Health Department Administrator
    - 1) Items to be presented for Action:
      - a) Request Approval of an Ordinance of the McLean County Board Amending the 2003 Combined Annual Appropriation and Budget Ordinance for Fund 0107 – AIDS/Communicable Disease Prevention 1-4
      - b) Request Approval of a Resolution Amending the Fiscal Year 2004 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to amend the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance for Fund 0107 – AIDS/Communicable Disease Prevention 5
      - c) Request Approval of an Amendment to Chapter 21 of the McLean County Code – Animals 6-8

- 2) Items to be presented for Information:  
 a) General Report  
 b) Other
- C. Becky McNeil, County Treasurer  
 1) Items to be presented for Information:  
*(Documents to be provided at meeting)*  
 a) Accept and place on file County Treasurer's Report as of January 31, 2004  
 b) General Report  
 c) Other
- D. Jackie Dozier, County Auditor  
 1) Items to be presented for Action:  
 a) Request Approval of an Ordinance of the McLean County Board Amending the 2004 Combined Annual Budget and Appropriation Ordinance 9-12  
 2) Items to be presented for Information:  
 a) Walter Hunt, Internal Auditor, will not be returning for another year  
 b) General Report  
 c) Other
- E. Don Lee, Nursing Home  
 1) Items to be presented for Information:  
 a) Monthly Report 13-15  
 b) General Report  
 c) Other
- F. Jerry Vogler, Veteran's Assistance Commission  
 1) Items to be presented for Action:  
 a) Request Approval of an Amendment to a Professional Service Contract with Sammy J. Ferrara 16  
 2) Items to be presented for Information:  
 a) General Report  
 b) Other
- G. Robert Kahman, Supervisor of Assessments  
 1) Items to be presented for Information:  
 a) Assessment Status Report 17-18  
 b) General Report  
 c) Other
- H. Jennifer Ho, Risk Manager  
 1) Items to be presented for Action:  
 a) Request Approval for FY 2004 Insurance Program 19-20

- b) Request Approval of Extension Agreement for Insurance Brokerage Services 21-28
      - 2) Items to be presented for Information:
        - a) Fourth Quarter Risk Management Fund Report FY 2003 29-30
        - b) General Report
        - c) Other
  - I. John M. Zeunik, County Administrator
    - 1) Items to be presented for Action:
      - a) Fiscal Year 2004 Interfund Borrowing Requirements: January 1, 2004 - May 31, 2004
        - (1) Request Approval of a Resolution Transferring Monies from the Working Cash Fund 0002 to the Tort Judgement Fund 0135 31-33
        - (2) Request Approval of an Ordinance Transferring monies from the County General Fund 0001 to the FICA/Social Security Fund 0130 34-35
        - (3) Request Approval of an Ordinance Transferring monies from the Health Department Fund 0112 to the Persons With Developmental Disabilities Fund 0110 36-37
        - (4) Request Approval of an Ordinance Transferring monies from the Bridge Matching Fund 0121 to the Tort Judgement Fund 0135 38-39
      - b) EXECUTIVE SESSION: Collective Bargaining
    - 2) Items to be presented for Information:
      - a) General Report
      - b) Other
4. Recommend payment of bills and transfers, if any, to County Board
5. Adjournment



McLean County

Health Department

200 W. Front St. Room 304 Bloomington, Illinois 61701 (309)888-5450

To: Honorable Members McLean County Board Finance Committee

From: Robert J. Keller, Director

A handwritten signature in black ink, appearing to be 'RJK', is written over the name 'Robert J. Keller'.

Date: January 28, 2004

Re: Animal Control Ordinance Amendment and Bioterrorism Grant Amendment

Please find attached information for action items for the McLean County Board Finance Committee meeting of February 3, 2004.

**Amendment to Chapter 21 of the McLean County Code – Animals**

Several amendments were made to the Illinois Animal Control Act by the Illinois General Assembly in 2003. Among them was the requirement that all dogs and cats released from or adopted from animal control facilities (known in the Act as “pounds.”) must be accompanied by an agreement, from the person adopting or redeeming the animal, that it will be microchipped. Failure to do so, according to the Act, “...shall result in seizure and impoundment of the animal ...and any monies collected.” In compliance with another provision of the Act, the McLean County Animal Control Center, for several decades, has collected a \$35 deposit, payable to veterinarians, upon submission of a voucher that certifies that the animal has been spayed or neutered. The proposed revision similarly requires a \$40 deposit payable to a veterinarian upon proof that the animal has been microchipped. Costs for microchip procedures vary among veterinarians. The deposit is intended to assure compliance with the revised provisions of the Illinois Animal Control Act.

**Budget and FTE Amendments Grant Fund 0107 – Bioterrorism Planning and Response Grant**

Included as items for action are budget and FTE amendments adding \$55,770 to grant fund 0107 to account for additional bioterrorism planning and response grant funds received from the Illinois Department of Public Health for state fiscal year 2004. The precise amount of funding for FY04 was not known at the time of preparation of the McLean County budget for calendar year 2004. Additional funding is utilized to support a .53 Office Support Specialist I position to provide office support for the bioterrorism program. In addition, computer software and hardware is budgeted for to assure continued operation of the network during outages and upgrades to support the IDPH I-NEDSS program. The amendment also includes funding to defray the cost of rent, utilities, and maintenance as well as risk communication materials..

FY2004 BUDGET AMENDMENT FOR FUND 0107  
NARRATIVE

During calendar year 2003, the McLean County Health Department was notified by the Illinois Department of Public Health that it had been awarded additional federal funds under Grants to Locals for Public Health Preparedness and Response for Bioterrorism.

The FY2004 budget was prepared with an annualized figure of \$92,189 based upon the previous year grant award. When the Health Department received its SFY2004 contract, it included a base contract amount of \$133,503 plus a carryover of \$24,581 from the previous year as a supplemental. In terms of the County FY2004 budget, an additional \$55,770 annualized award must be appropriated.

These funds will be used to hire a .53 FTE OSSI position for clerical support of the program. In addition, \$42,489 will be used for supplies, contractual costs, and additional computer hardware and software related to Bioterrorism efforts in McLean County.

Adm/budg/04bioterrormar

An Ordinance of the McLean County Board  
Amending the 2004 Combined  
Appropriation and Budget Ordinance for Fund 0107

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2004 appropriation in Fund 0107 AIDS/Communicable Disease Prevention, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue line 0407-0072 Bioterrorism Grant - in Fund 0107, Department 0061, Program 0062, by \$55,770 from \$92,189 to \$147,959.
2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0107, Department 0061, Program 0062, AIDS/Communicable Disease Prevention as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
0515-0001	Part Time Employees	\$ 39,913	\$11,650	\$ 51,563
0599-0001	County IMRF Contrib.	\$ 4,870	\$ 739	\$ 5,609
0599-0003	Social Security Contrib.	\$ 5,876	\$ 892	\$ 6,768
0612-0003	Educational Supplies	\$ 10,000	\$10,000	\$ 20,000
0620-0001	Office Supplies	\$ 600	\$ 5,000	\$ 5,600
0706-0004	Contract Services	\$ 0	\$ 8,000	\$ 8,000
0718-0001	Schooling & Conferences	\$ 2,000	\$ 6,000	\$ 8,000
0778-0001	Data Processing User Fee	\$ 0	\$ 5,000	\$ 5,000
0833-0002	Purchase Computer Equip.	\$ 26,436	\$ 4,489	\$ 30,925
0833-0004	Purchase Computer Software	\$ 0	\$ 4,000	\$ 4,000
TOTALS:		\$ 89,695	\$55,770	\$145,465

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of  
the McLean County Board of  
the County of McLean

\_\_\_\_\_  
Michael F. Sweeney Chairman of the  
McLean County Board

F:\adm\budg\04bioterroramendment

A Resolution Amending the Fiscal Year 2004 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2004 McLean County Combined Appropriation and Budget Ordinance for Fund 0107.

WHEREAS, the County Board adopted a funded Full-Time Equivalent Position Resolution on November 18, 2003 which became effective on January 1, 2004; and,

WHEREAS, it becomes necessary to increase the Funded Full-Time Equivalent Position Resolution to authorize position changes associated with additional grant resources for the a Communicable Disease Program associated with a Grant from the Illinois Department of Public Health to be used for Bioterrorism Preparedness Activities.

Therefore, Be it resolved by the McLean County Board, now in regular session, that the said funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Action</u>	<u>Fund</u>	<u>Program</u>	<u>Position Classification</u>	<u>Annual</u>		<u>Now</u>	<u>New</u>
				<u>FTE</u>	<u>Months</u>		
Increase	0107-0061	0062	0515-0011	.53	10.0	.00	.45

This Amendment shall become effective and be in full force immediately upon adoption.

Adopted by the County Board of McLean County this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

APPROVED

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

ATTEST:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of McLean County  
Board of the County of McLean

adm\budg\04FTEBioterroris



Amendment to Chapter 21 of the McLean County Code -- Animals

A revision to the McLean County Ordinance pertaining to animals is necessary based upon the revisions of the Illinois Animal Control Act enacted by the General Assembly that became effective in late 2003. The revision to the law signed by the Governor requires all animals adopted or reclaimed from an animal shelter must be microchipped. This amendment is designed to assure the compliance with the revised statute by requiring a microchip deposit be secured by the County from each individual adopting or reclaiming an animal from the McLean County Animal Control Center. This deposit is then applied to the cost of the microchipping fee from a veterinarian performing the procedure upon submission of the deposit certificate to the McLean County Health Department.

AMENDING CHAPTER 21 OF THE MCLEAN COUNTY CODE  
ANIMALS

WHEREAS, the McLean County Board has certain ordinances which promulgate certain rules and regulations pertaining to the supervision of Animal Control; and

WHEREAS, the McLean County Board of Health has recommended on March 01, 2004, that registration fees be increased and clarifications be made to the Ordinance, and

WHEREAS, the Finance Committee at their February 3, 2004, meeting has concurred with such recommendations, now, therefore,

BE IT ORDAINED by the County Board of McLean County, now in regular session, that the aforesaid Chapter 21 by and hereby is amended to read as follows:

21.53 RECLAMATION FEES. The following fees for reclamation of an animal shall be paid before an animal is released:

\$30.00 For owner reclamation of the animal; and

\$10.00 Additional boarding charge for each day or part of a day the animal is impounded; and,

\$8.00 Additionally, for a rabies vaccination deposit if an impounded dog has not been currently vaccinated; and,

\$9.00 Additionally, if a dog is not currently registered in McLean County; and,

\$40.00 Additionally, for a Microchipping Deposit; and,

\$20.00 Additionally, per occurrence, for each prior incident of impoundment of any animal owned by a person owning, or having owned, any animals impounded two (2) or more times during a calendar year.

21.55 ADOPTION FEES. The following fees for an animal shall be paid before the animal is released:

	Dogs	Cats	Dogs	Cats
Boarding	\$ 10.00	\$10.00	\$ 10.00	\$10.00
Registration	\$ 9.00	-----	\$ 9.00	-----
Vaccination Deposit	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Neuter Deposit	\$35.00	\$35.00	\$ 35.00	\$35.00
Microchipping Deposit			<u>\$ 40.00</u>	<u>\$40.00</u>
Total Fee	\$62.00	\$53.00	\$102.00	\$93.00

This amendment shall become effective and in full force on March 1, 2004.

Adopted by the County Board of the County of McLean, Illinois, this     day of  
2004.

**An Ordinance  
Of the McLean County Board  
Amending the 2004 Combined  
Annual Budget and Appropriation Ordinance**

**WHEREAS**, it has become necessary to reappropriate the unliquidated encumbrances of the prior Fiscal Year 2003 budget, and

**WHEREAS**, reappropriations in the amount of **\$546,851.72** for the Fiscal Year 2004 would be added; and

**WHEREAS**, the Executive Committee has deemed it necessary and advisable to reappropriate the unliquidated encumbrances outstanding at the close of the 2003 Fiscal Year, now therefore,

**BE IT ORDAINED**, by the County Board of McLean County, Illinois, that the Fiscal Year 2004 budget is amended by reappropriation of the outstanding purchase orders at the close of the 2003 Fiscal Year as follows:

**COUNTY GENERAL FUND/0001**

**AUDITOR**

03-0000402	F & E Check Protector Sales Co.	\$625.00
<b>TOTAL AUDITOR</b>		<b>\$625.00</b>

**TREASURER**

03-0000402	F & E Check Protector Sales Co.	\$625.00
<b>TOTAL TREASURER</b>		<b>\$625.00</b>

**CIRCUIT COURT**

03-0000401	Verizon North	\$7,154.00
<b>TOTAL CIRCUIT COURT</b>		<b>\$7,154.00</b>

**SHERIFF**

03-0000149	Raycor Office Equipment	\$618.00
03-0000266	Ray O'Herron Co., Inc.	\$118.60
03-0000284	Eichenauer Services, Inc.	\$227.31
03-0000326	Plasticon, Inc.	\$210.70
03-0000327	Ray O'Herron Co., Inc.	\$2,663.11
03-0000348	Streichers	\$2,870.45
03-0000355	Ray O'Herron Co., Inc.	\$3,525.12
<b>TOTAL SHERIFF</b>		<b>\$10,233.29</b>

**PARKS & RECREATION**

03-0000324	Evergreen F.S., Inc.	\$1,525.00
<b>TOTAL PARKS &amp; RECREATION</b>		<b>\$1,525.00</b>

**FACILITIES MANAGEMENT**

03-0000178	Cochran Compressor Co.	\$2,552.30
03-0000271	Henrickson & Co.	\$1,175.71
03-0000331	Lincoln Office LLC	\$389.15
03-0000370	A. Y. McDonald Co.	\$12,000.00
03-0000371	Fassett Sales Co., Inc.	\$21,300.00
03-0000372	Aramark Uniform Services, Inc.	\$2,783.00
03-0000374	Commerce Bank, N.A.	\$12,577.72
03-0000391	Counter Top of Bloomington, Inc.	\$820.60
03-0000403	Entec Services, Inc.	\$3,627.00
<b>TOTAL FACILITIES MANAGEMENT</b>		<b>\$57,225.48</b>

**INFORMATION SERVICES**

03-0000270	Levi, Ray & Shoup, Inc.	\$8,811.00
03-0000383	Anixter, Inc.	\$5,598.75
03-0000385	Dell Computer Corp.	\$9,047.00
03-0000386	Dell Computer Corp.	\$153.00
03-0000388	BCSC Technology Solutions	\$13,500.00
03-0000389	CDW Government, Inc.	\$7,785.00
03-0000392	Levi, Ray & Shoup, Inc.	\$22,285.40
03-0000393	Normal, Town of	\$2,950.00
03-0000394	Advanced Public Safety	\$11,195.25
<b>TOTAL INFORMATION SERVICES</b>		<b>\$81,325.90</b>

**SUPERVISOR OF ASSESSMENTS**

03-0000395	Pantagraph, The	\$37,435.00
03-0000396	Heyworth Star, The	\$1,825.00
03-0000397	Lexingtonian, The	\$1,835.60
03-0000398	PIP Printing	\$8,300.00
03-0000399	Chenoa Town Crier, The	\$1,720.40
03-0000400	Carlock Quill, The	\$1,316.00
<b>TOTAL SUPERVISOR OF ASSESSMENTS</b>		<b>\$52,432.00</b>

<b>TOTAL COUNTY GENERAL FUND</b>		<b>\$211,145.67</b>
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**FAMILY CASE MANAGEMENT/0106**

03-0000344	Ace-Hi Glass Co.	\$3,087.00
<b>TOTAL FAMILY CASE MANAGEMENT/0106</b>		<b>\$3,087.00</b>

**T.B. CARE & TREATMENT/0111**

03-0000359	Miller-Whiteside Woodworking	\$400.00
03-0000360	Enloe Drugs, Inc.	\$3000.00
<b>TOTAL T.B. CARE &amp; TREATMENT/0111</b>		<b>\$3,400.00</b>

**HEALTH DEPARTMENT/0112**

03-0000342	Best Buy	\$450.00
03-0000343	Twin City Electric, Inc.	\$3,200.00
03-0000349	Dennison Corporation	\$17,993.00
03-0000361	Heyworth Star, The	\$2,000.00
03-0000364	Widmer Interiors	\$525.00
03-0000368	Corporate Express	\$650.00
03-0000381	Dennison Corporation	\$18,450.00
<b>TOTAL HEALTH DEPARTMENT/0112</b>		<b>\$43,268.00</b>

**COUNTY HIGHWAY/0120**

03-0000376	McLean County Regional Planning	\$30,000.00
03-0000377	Normal, Town of	\$35,000.00
03-0000378	Omni Tech Corp.	\$16,000.00
03-0000379	Omni Tech Corp.	\$5,000.00
03-0000387	Heritage Machine & Welding, Inc.	\$8,500.00
03-0000390	BLDD Architects, Inc.	\$55,000.00
<b>TOTAL COUNTY HIGHWAY/0120</b>		<b>\$149,500.00</b>

**COUNTY MOTOR FUEL/0123**

03-0000244	Contech Construction Products	\$5,628.00
03-0000332	Cargill, Inc.	\$111,533.61
<b>TOTAL COUNTY MOTOR FUEL/0123</b>		<b>\$117,161.61</b>

**TORT JUDGEMENT/0135**

03-0000346	Dell Computer Corp.	\$1,725.00
<b>TOTAL TORT JUDGEMENT/0135</b>		<b>\$1,725.00</b>

**CIRCUIT CLERK/COURT DOCUMENT STORAGE/FUND 0142**

03-0000257	Mid-American Business Systems	\$8,990.76
03-0000295	Retrieval Business Systems	\$7,778.00
03-0000299	Retrieval Business Systems	\$440.68
<b>TOTAL CIRCUIT CLERK COURT DOCUMENT STORAGE/0142</b>		<b>\$17,209.44</b>

**COURT SERVICES/ADULT PROBATION/FUND 0146**

03-0000373	Harlan Vance Co.	\$355.00
<b>TOTAL COURT SERVICES ADULT PROBATION/0146</b>		<b>\$355.00</b>

**GRAND TOTAL COMBINED FUNDS** **\$546,851.72**

Adopted by the McLean County Board of McLean County, Illinois this 17<sup>th</sup> day of February 2004.

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County, Illinois

Attest: \_\_\_\_\_  
Peggy Ann Milton, County Clerk  
McLean County, Illinois

**McLEAN COUNTY NURSING HOME**

**ACCRUED EXPENDITURE**

Prt Date: January 29, 2004

	2003 BUDGET	2003 MONTHLY ALLOC	DEC,2003 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/03	PROJECTED VARIANCE 12/31/03
SALARIES	2,998,047	254,829	286,508	2,998,047	3,154,962	(156,915)	156,915	105%	3,154,962	156,915
IMRF	139,709	11,866	12,419	139,709	146,686	(6,977)	6,977	105%	146,686	6,977
MED/LIFE	324,233	10,212	27,538	324,233	324,233	0	0	100%	324,233	0
SOC/SEC	229,351	19,479	20,388	229,351	240,804	(11,453)	11,453	105%	240,804	11,453
VAC LIAB	25,000	2,123	2,123	25,000	25,000	0	0	100%	25,000	0
SELLBACK	0	0	0	0	0	0	0	#DIV/0!	0	0
PERSONNEL	3,716,340	298,308	328,976	3,716,340	3,891,685	(175,345)	175,345	105%	3,891,685	175,345
COMMODITIES	609,731	51,785	55,731	609,731	572,012	37,719	(37,719)	94%	572,012	(37,719)
CONTRACTUAL	1,137,179	96,395	117,218	1,137,179	991,269	145,910	(145,910)	87%	991,269	(145,910)
CAPITAL	168,370	14,300	20,029	168,370	112,283	56,087	(56,087)	67%	112,283	(56,087)
<b>GRAND TOTAL</b>	<b>5,631,620</b>	<b>460,789</b>	<b>521,953</b>	<b>5,631,620</b>	<b>5,567,249</b>	<b>64,371</b>	<b>(64,371)</b>	<b>99%</b>	<b>5,567,249</b>	<b>(64,371)</b>

**McLEAN COUNTY NURSING HOME**

**ACCRUED REVENUE**

Prt Date: January 29, 2004

	2,003 BUDGET	2,003 MONTHLY ALLOC	DEC,2003 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/03	PROJECTED VARIANCE 12/31/03
MEDICARE REVENUE	775,400	65,856	49,761	775,400	783,985	(8,585)	8,585	101%	783,985	8,585
IDPA REVENUE	2,454,698	208,481	213,036	2,454,698	2,594,269	(139,571)	139,571	106%	2,594,269	139,571
SCHOOLING REIMB	0	0	0	0	0	0	0	#DIV/0!	0	0
JDC LAUNDRY	7,100	603	516	7,100	6,063	1,037	(1,037)	85%	6,063	(1,037)
JDC FOOD	31,501	2,675	2,514	31,501	29,391	2,110	(2,110)	93%	29,391	(2,110)
MEALS	500	42	85	500	490	10	(10)	98%	490	(10)
PVT PAY REVENUE	1,766,600	150,040	183,621	1,766,600	2,080,578	(313,978)	313,978	118%	2,080,578	313,978
UNCLASS	7,300	620	68	7,300	1,639	5,661	(5,661)	22%	1,639	(5,661)
INTEREST EARNED	60,000	5,096	2,675	60,000	30,163	29,837	(29,837)	50%	30,163	(29,837)
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0	0
TRANSFER IN	373,723	31,741	28,538	373,723	336,919	36,804	(36,804)	90%	336,919	(36,804)
TELEPHONE REIMB	0	0	900	0	9,150	(9,150)	9,150	#DIV/0!	9,150	9,150
<b>TOTAL ACC REVENUE</b>	<b>5,476,822</b>	<b>465,155</b>	<b>481,715</b>	<b>5,476,822</b>	<b>5,872,646</b>	<b>(395,824)</b>	<b>395,824</b>	<b>107%</b>	<b>5,872,646</b>	<b>395,824</b>

**TOTAL ACC REVENUE**

**LESS ACCRUED EXPENS**

**ACC REV - (ACC EXP)**

**PLUS CAP EXP**

**ACC BALANCE**

<b>TOTAL ACC REVENUE</b>	5,476,822	465,155	481,715	5,476,822	5,872,646	(395,824)	395,824	107%	5,872,646	395,824
<b>LESS ACCRUED EXPENS</b>	(5,631,620)	(460,789)	(521,953)	(5,631,620)	(5,567,249)	64,371	64,371	99%	(5,567,249)	(64,371)
<b>ACC REV - (ACC EXP)</b>	(154,798)	4,366	(40,239)	(154,798)	305,397	(460,195)	460,195		305,397	
<b>PLUS CAP EXP</b>	0	14,300	20,029	168,370	112,283	56,087	(56,087)		112,283	
<b>ACC BALANCE</b>	<b>(154,798)</b>	<b>18,666</b>	<b>(20,209)</b>	<b>13,572</b>	<b>417,680</b>	<b>(404,107)</b>	<b>404,107</b>		<b>417,680</b>	





# McLEAN COUNTY NURSING HOME

CENSUS Report - 2003

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	10.06	47.29	78.29	0.55	136.19	13.81
FEBRUARY	10.68	47.36	77.14	1.50	136.68	13.32
MARCH	7.13	50.29	76.42	1.65	135.49	14.51
APRIL	7.53	51.97	79.13	1.53	140.16	9.84
MAY	7.32	49.58	83.94	1.23	142.07	7.93
JUNE	9.40	47.57	83.80	0.87	141.63	8.37
JULY	4.84	48.35	86.16	0.90	140.25	9.75
AUGUST	8.00	48.29	84.03	1.13	141.45	8.55
SEPTEMBER	7.50	50.80	81.57	0.70	140.57	9.43
OCTOBER	7.65	48.94	78.87	2.97	138.43	11.57
NOVEMBER	5.83	51.70	77.10	1.17	135.80	14.20
DECEMBER	4.29	49.32	77.58	2.00	133.19	16.81

YTD AVERAGE 7.52 49.29 80.34 1.35 138.49 11.51  
 % OF CAPACITY 5.01% 32.86% 53.56% 0.90% 92.33% 7.67%

## AMENDMENT TO CONTRACT

These is an amendment to a Contract entered into as of January \_\_\_, 2004 between the County of McLean, a Body Politic and Corporate, hereinafter known as, "the County", acting by and for its Veterans' Assistance Commission, hereinafter known as "the Commission," and Sammy J. Ferrara, hereinafter known as, "the Contractor":

All terms and conditions of said contract shall remain in force and effect as provided, except:

1. Work performed shall not exceed thirty-seven and one-half (37.5) hours per week effective from January 5, 2004 through February 27, 2004, and work performed shall not exceed thirty (30) hours per week from February 28, 2004 through the end of contract period.
2. Total hours worked under this contract shall not exceed 429 hours.
3. The contract shall terminate on April 5, 2004.

IN WITNESS THEREOF, the parties have affixed their respective signature on the 17<sup>th</sup> day of February 17, 2004.

APPROVED:

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Sammy J. Ferrara  
Contractor

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Clayton James  
Chair, Veterans' Assistance Commission

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Michael F. Sweeney, Chairman  
McLean County Board

ATTEST:

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Peggy Ann Milton, Clerk of the County  
Board of McLean County, Illinois

Assessment Status Report

Township	Book to S/A	To Printer	To Publisher	Newspaper	Date of Publication	Final Filing Date	2002 Factor	2003 Factor	Complaints Filed	B/R's Filed	Books Closed
Allin	10/28/03	10/30/03	10/29/03	Pantagraph	11/03/03	12/03/03	1.0561	1.0346	6	6	
Anchor	06/30/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0323	1.0100	4	2	
Arrowsmith	10/27/03	10/28/03	10/28/03	Pantagraph	11/03/03	12/03/03	1.0000	1.1067	3	3	
Bellflower	12/05/03	12/06/03	12/06/03	LeRoy Journal	12/10/03	01/09/04	1.0943	1.0188	3		
Bloomington				Pantagraph			1.0215				
Blue Mound	07/03/03	09/08/03	09/15/03	Ridgeview Review	09/18/03	10/20/03	1.0419	1.1327	12	4	
Cheney's Grove	12/05/03	12/06/03	12/08/03	Ridgeview Review	12/11/03	01/12/04	1.0585	1.0163	10	1	
Cheneca City	01/12/04	01/12/04	01/12/04	Cheneca Town Crier	01/15/04	02/17/04	1.0177	1.0501	3		
Cropsey	07/30/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0000	1.0000	4		
Dale	11/20/03	01/02/04	01/02/04	Pantagraph	01/09/04	02/09/04	1.0283	1.0321	5	1	
Danvers	10/15/03	10/16/03	10/20/03	Quill	10/23/03	11/24/03	1.0362	1.0390	30	2	
Dawson	10/29/03	10/30/03	10/30/03	Pantagraph	11/03/03	12/03/03	1.0000	1.1161	11	8	
Downs	08/12/03	09/26/03	09/26/03	Pantagraph	10/01/03	12/05/03	1.1121	1.0525	19	8	
Dry Grove	12/29/03	12/31/03	12/31/03	Quill	01/08/04	02/09/04	1.0663	1.0190	2		
Empire	12/10/03	12/15/03	12/15/03	LeRoy Journal	12/17/03	01/16/04	1.0526	1.0229	24	8	
Funk's Grove	12/15/03	12/31/03	12/31/03	Heyworth Star	01/08/04	02/09/04	1.0906	1.0188			
Gridley	10/24/03	10/27/03	10/27/03	Gridley Village Times	10/30/03	12/01/03	1.0122	1.0133	14	3	
Hudson	10/15/03	10/15/03	10/20/03	Quill	10/23/03	11/24/03	1.0702	1.0000	23	16	
Lawndale	08/01/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0000	1.0156	2		
Lexington	12/31/03	01/02/04	01/02/04	Lexingtonian	01/08/04	02/09/04	1.0192	1.0512	3	6	
Martin	07/07/03	09/09/03	09/15/03	Ridgeview Review	09/18/03	10/20/03	1.0476	1.0085	9	17	
Money Creek	11/06/03	11/12/03	11/12/03	Lexingtonian	11/20/03	12/22/03	1.0539	1.0297	15	8	
Mount Hope	12/31/03	12/31/03	12/31/03	Heyworth Star	01/08/04	02/09/04	1.0107	1.0399	3	1	
Normal	12/09/03	12/13/03	12/13/03	Normalite	12/18/03	01/20/04	1.0396	1.0000	118	34	
Old Town	11/17/03	01/06/04	01/06/04	Pantagraph	01/10/04	02/09/04	1.0490	1.0127	1	9	
Randolph	09/26/03	09/30/03	09/30/03	Heyworth Star	10/09/03	11/10/03	1.0350	1.0228	36	45	
Towanda	12/29/03	01/05/04	01/05/04	Pantagraph	01/10/04	02/09/04	1.0582	1.0000		4	
West	12/05/03	12/06/03	12/06/03	LeRoy Journal	12/10/03	01/09/04	1.1385	1.0029	1	1	
White Oak	10/28/03	10/31/03	10/31/03	Quill	11/06/03	12/08/03	1.0000	1.0074	7		
Yates	08/01/03	09/18/03	09/18/03	Cheneca Town Crier	09/25/03	10/27/03	1.0323	1.0723	4	1	
									372	188	

# McLean County 2003 Publication Status

January 28, 2004				
	<b>Totals</b>		<b># Published</b>	<b>% Published</b>
Parcels	64,582		39,412	61%
Townships	31		29	94%
<b>Township</b>	<b>Parcels</b>	<b>% OF Total</b>	<b># Published</b>	<b>% Published</b>
Allin	807	1.25%	807	100.00%
Anchor	394	0.61%	394	100.00%
Arrowsmith	539	0.83%	539	100.00%
Bellflower	660	1.02%	660	100.00%
Bloomington	3,174	4.91%		0.00%
Blue Mound	569	0.88%	569	100.00%
Cheney's Grove	949	1.47%	949	100.00%
Chenoa	1,391	2.15%	1,391	100.00%
City	21,996	34.06%		0.00%
Cropsey	305	0.47%	305	100.00%
Dale	896	1.39%	896	100.00%
Danvers	1,325	2.05%	1,325	100.00%
Dawson	621	0.96%	621	100.00%
Downs	952	1.47%	952	100.00%
Dry Grove	1,053	1.63%	1,053	100.00%
Empire	2,334	3.61%	2,334	100.00%
Funk's Grove	438	0.68%	438	100.00%
Gridley	1,488	2.30%	1,488	100.00%
Hudson	1,466	2.27%	1,466	100.00%
Lawndale	375	0.58%	375	100.00%
Lexington	1,487	2.30%	1,487	100.00%
Martin	935	1.45%	935	100.00%
Money Creek	878	1.36%	878	100.00%
Mount Hope	916	1.42%	916	100.00%
Normal	12,726	19.71%	12,726	100.00%
Old Town	1,402	2.17%	1,402	100.00%
Randolph	2,099	3.25%	2,099	100.00%
Towanda	944	1.46%	944	100.00%
West	462	0.72%	462	100.00%
White Oak	549	0.85%	549	100.00%
Yates	452	0.70%	452	100.00%

Note: Total parcels will change with each report until all Townships have been published.



**RISK MANAGEMENT OFFICE**

TEL: (309) 888-5940

FAX: (309) 888-5949

E-MAIL: [riskmgt@mclean.gov](mailto:riskmgt@mclean.gov)

104 West Front Street

P. O. Box 2400

Bloomington, IL 61702-2400

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**Memo To:** Matt Sorensen, Chairman  
Members, Finance Committee

**From:** Jen Ho, Risk Manager

**Date:** January 30, 2004

**Subject:** Proposed Insurance Program for FY 2004

The proposed insurance program is forwarded for your attention, pending finalized costs for your consideration during the February meeting cycle. The proposed insurance program is written net of commissions, with brokerage services being provided on an agreed amount of fees.

Undetermined costs at this point include the costs for the property insurance and the nursing home liability insurance coverages. This renewal season has been complicated by a very difficult market for nursing home liability insurance and a continuing restrictive reinsurance market. Because of market restrictions, the County will have to secure a separate liability insurance program for the nursing home. Our agent has requested quotations for coverage from 7 specialty carriers. Our indications of available options indicate coverage of a primary layer \$ 1 million per occurrence with options for an additional excess coverages, at costs ranging from \$60,000 to \$ 150,000. Property insurance costs are pending revision of coverages.

A summary of the proposed coverages and services is as follows:

- 1). **Brokerage provided on a fee basis** - our broker, Insurance Risk Managers/Acordia, has agreed to provide their services on a fee basis, net of commissions.
- 2). **Separate coverage for nursing home liability insurance** - The recommended coverages will be based on a cost-benefit analysis of the tradeoffs between price, limits, and retention levels. It will be desirable to maintain as much coverage as possible at a reasonable costs.
- 3). **Workers compensation insurance** -retains the same rate as part of 2-year policy; with increases due to increases in projected payroll.
- 4). **Boiler & Machinery equipment** - remains the same, as part of a multi-year policy
- 5). **Crime/Theft policy** - renewed with Zurich Insurance Company.
- 6). **Excess Liability Insurance coverages** -remains the same.
- 7). **Property Insurance** - Alternative quotes were obtained from other 2 companies but the incumbent remain the most competitive in terms of coverages and premiums.

Provided costs as listed in the Attachment are provided as estimates. I will be available to answer your questions. Thank you.

**FINALIZED PROPOSAL @ FEBRUARY 4, 2003**

**TABLE A: PROGRAM DESCRIPTION - FY 2003  
COVERAGES/SERVICES**

<b>A. Coverages:</b>	<b>DESCRIPTION</b>	<b>FY 2004 BUDGET</b>	<b>Proposed FY 2004*</b>	<b>FY 2003 (NET)*</b>	<b>% Change</b>
<b>1. Excess Workers Comp. Ins:</b> MIDWEST EMPLOYERS CASUALTY	Statutory ;SIR: \$400,000 EL Limits: \$ 2 Million; Agg: \$ 2 M	\$ 60,000	\$ 57,539	\$ 47,382	21%
<b>2. Property Insurance/Inland Marine:</b> HARTFORD INSURANCE CO.	61 Million Bikt limits;Ded-\$ 10,000 \$10 M Flood;\$10 M Quake; Ded: \$ 50,000	\$ 75,000	\$ 53,431	\$ 38,462	39%
<b>3. Boiler &amp; Machinery:</b> CINCINNATI INSURANCE CO.	Limits: Unlimited; Ded: \$ 10,000	INCLD	\$ 5,146	\$ 5,146	0%
<b>4. Theft/Bond Insurance:</b> Zurich Insurance Company	Limits:\$ 500,000; ; Ded: \$ 5,000	\$ 6,000	\$ 3,500	3,742.00	-6%
<b>5. Excess Liability** :</b> STATES SELF-INSURED RRG	Limits: \$15 million excess of \$250,000	\$ 210,000	\$ 167,316	160,261.20	4%
<b>6. Nursing home Liability Insurance**:</b> US RISK (Lloyd's)	Limits: \$ 1 Million OCC/\$3 M Agg \$ 50,000 Ded	Incl in (5).	\$ 60,700	\$ -	N/A
<b>B. Brokerage Fees***:</b>		\$ 6,000	\$ 32,000	\$ 29,408	9%
<b>C. Claims Administration:</b> CANNON-COCHRAN MSI Danville, IL	Administration of Workers' Compensation claims.	\$ 20,000	\$ 16,868	\$ 17,368	-3%
<b>TOTAL:</b>		<b>377,000</b>	<b>396,500</b>	<b>301,769</b>	<b>31%</b>
<b>D. Outside Counsel:</b>					
<b>COSTIGAN &amp; WOLLRAB, P.C.</b> Bloomington, IL	Partner: \$ 100/hr				
<b>HEYL, ROYSTER, VOELKER &amp; ALLEN</b> Peoria, IL	Partner: \$ 125/hr				

**NOTES:**

\*All premiums are net of commissions;

\*\* Pending final quotes from other options

\*\*\* Budgetted monies for Consultants/Contractual Services to be made available



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104 West Front Street

P. O. Box 2400

Bloomington, IL 61702-2400

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**Memo To:** Matt Sorensen, Chairman  
Members, Finance Committee

**From:** Jen Ho, Risk Manager *Jen Ho*

**Date:** January 29, 2004

**Subject:** Extension of Agreement for Brokerage Services with IRM/Acordia

We are enclosing the extension for the above agreement for your attention. The agreement provides for the placement of the County's insurance programs on a fee-based basis instead of commissions. The extension provides for \$32,000 in fees from \$29,402 in FY 2003. This is the second year of this agreement. Thank you.



## **AGREEMENT FOR INSURANCE BROKERAGE SERVICES**

**This Agreement made and entered into this February 17, 2004 , by and between Insurance Risk Managers/Accordia (hereinafter know as "Agent") and the County of McLean (hereinafter known as "County".)**

This agreement is made with regard to the following recitals:

- A. The County has determined that the Agent should continued to be retained as the Broker of Record for insurance brokerage services for the period commencing February 18, 2003 and ending March 1, 2004 for desired brokerage services for its property and casualty insurance coverages;
- B. Agent has been selected by the County as its Agent of Record.
- C. Agent will be compensated on a fee based as stipulated in Exhibit I.

**Now, therefore,** in consideration of this agreement, and the mutual promises, covenants, and stipulation hereinafter contained, the parties agree as follows:

### **1. TERM**

The term of this Agreement shall be for the period of March 1, 2004 to March 1, 2005, unless earlier terminated as provided in paragraph 4 herein.

### **2. BROKERAGE SERVICES TO BE PROVIDED**

Services to be provided by the Agent in this Agreement includes the following:

#### **2.1 Usual and Customary Brokerage Services**

2.1.1 Consultation and coordination of activities in the acquisition, enhancement and maintenance of the risk management and insurance program of the County, and as liaison between County and the underwriters.

2.1.2 Administration of insurance programs to ensure the timely issuance and accuracy of policies, endorsements, and other coverage amendments.

2.1.3 Consultation and coordination of all claim reporting activities to the insurance companies and assistance in the settlement and /or processing of claims until all claim matters under the policies or binds are resolved.

2.1.4 Maintenance of current records on reported claims and production of a claim summary not less than annually subject to the availability of internal loss records of the County and the underwriters.

2.1.5 Consultation on loss control, inspection and prevention activities. These consultation services are considered to be the type that normally are included within the scope of routine insurance broker servicing. Additional services requested by the County are mentioned in paragraph 2.2.

2.1.6 Participation in meetings with insurance companies and the County to review insurance coverages.

2.1.7 Preparation of all necessary support documents, such as automobile ID cards, filings and/or certificates of insurance, in compliance with local statutes or provisions provided within this agreement.

2.1.8 Consultation and advice on all relevant changes/trends in the insurance industry to keep the County personnel current with market conditions and insurance coverages affecting the County.

2.1.9 Preparation of premium and loss development forecasts as requested.

2.1.10 Deliver to the County on or before July 1, a statement of the industry rating and report of financial status of insurance companies providing coverage to the County.

2.1.11 Provide the County on or before July 1, a report reviewing and developing premiums indications for coverages, based on market trends, for the County's next fiscal year.

2.1.12 Upon consultation with the County, provide alternative proposals from prospective carriers for coverage for the next coverage period.

2.1.13 Other usual and customary insurance consulting services as mutually agreed upon.

## **2.2 ADDITIONAL SERVICES**

Services described in this section include special services or those not within the scope of routine insurance brokerage services. Examples of additional services include special study projects, significant changes in an insurance program requiring extensive marketing activities.

Agent agrees that in each such case to notify the County whether it has the expertise within its staff or whether outside specialists are recommended. The County may then either request the Agent to develop a list of outside specialists for the County to interview or the County may request the Agent to do so and make specific recommendations to the County.

## **3. COMPENSATION**

3.1 In consideration of the brokerage services to be provided hereunder, Agent will be compensated on a fee basis as provided in Exhibit I. Statement of Acceptance of Insurance Service Fee Agreement.

3.2 At the request of the County, the Agent shall disclose the commissions earned on the accounts.

## **4 TERMINATION**

4.1 This Agreement may be terminated by either party upon written notice to the other party, provided such notice specifies an effective date for termination of not less than thirty (30) days from the date of such notice.

4.2 As of the termination date, the Agent shall have no further obligation to perform any of the brokerage services set forth in this Agreement or to provide any servicing with respect to any of the County's insurance coverages, with the exception of the continued coordination of claims activities for claims reported or filed while this agreement is in force.

4.3 The Agent shall also return to the County the originals or file copies, if originals are not available, of all documents and materials supplied by the County upon request by the County.

4.4 Agent shall continue to administer, coordinate the claims activity for any reported or filed claims within the coverage periods of insurance policies procured within the duration of this agreement until such claims are resolved.

## 5 DISCLOSURE, NON-DISCLOSURE AND NOTICES

5.1 During the term of this Agreement or upon termination of this Agreement, the Agent hereby agrees for itself and on behalf of its officers, agents, attorneys and all others acting on its behalf or in its employ:

- (i) to hold in strict confidence and not disclose any "confidential information" furnished by or on behalf of the County;
- (ii) not to use any such information for any purpose other than the management of and the placement of the County's insurance coverages;
- (iii) to return any and all such information (including all copies) upon request by the County. "Confidential information" means all information regarding the County, including information on its operations, assets, and projected future economic performance and prospects, other than information which has already been disclosed to the public, and
- (iv) to disclose to the County on or before June 1 of each year the total amount of contingency fees received by the Agent during the prior calendar year on the the County's insured coverages.

5.2 All notices to be given pursuant to this Agreement shall be deemed given when mailed by certified mail, return receipt requested, to the following addresses:

**If to the Agent**

Wally McColloch, Sr. Vice President  
Accordia/IRM  
205 Landmark Drive  
Normal, IL 61761-0968

**If to the County**

Jennifer Ho, Risk Manager  
McLean County  
104 West Front St  
Bloomington, IL 61702-2400

or such other addresses as the parties may, from time to time, specify in writing.

## **6. INTEREST OF AGENT**

Agent warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of services required to be performed under this Agreement. Agent warrants that, in performance of this Agreement, Agent shall not employ any person having such interest.

## **7. INDEPENDENT CONTRACTOR**

7.1 All acts of Agent, its agents, officers, and employees and all others acting on behalf of Agent relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of the County. Agent, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of the County, save and except to bind insurance coverage for the County in its Agent's capacity as an independent contractor. Agent has no authority or responsibility to exercise any rights or power vested in the County. No Agent, officer, or employee of the County is to be considered an employee of Agent. It is understood by both Agent and the County that this Agreement shall not under any circumstances to be construed or considered to create any employer-employee relationship or joint venture.

7.2 Agent shall determine the method, details and means of performing the work and services to be provided by Agent under this Agreement. Agent shall be responsible to the County only for the requirements and results specified in this Agreement, and, except as expressly provided in this Agreement, shall not be subjected to the County's control with respect to the physical action or activities of the Agent in fulfillment of this Agreement. Agent has control over the manner and means of performing the services under this Agreement. Agent is permitted to provide service to others during the period service is provided to the County under this Agreement.

7.3 The County shall reserve the right to inspect the Agent's work and service during the performance of this contract to ensure that this contract is performed according to its terms.

## **8. HOLD- HARMLESS AND INDEMNIFICATION PROVISION**

As an independent contractor, Agent hereby indemnifies and holds the County harmless from any and all claims that may be made against the County arising out of or in any way connected with the performance of work by Agent, or the Agents' representatives in conjunction with this Agreement.

## **9. INSURANCE REQUIREMENTS**

9.1 The Agent shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of Illinois and shall provide evidence of such insurance to the County as may be required. The policies or certificates thereof shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the Risk Manager of the County by registered mail, return receipt requested, for all of the following stated insurance policies.

9.1.1 **Worker's Compensation** – in compliance with the statutes of the State of Illinois, plus employer's liability with a minimum limit of liability of \$500,000.

9.1.2 **General Liability** insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage or \$1,000,000 combined single limit. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to: premises and operations; broad form contractual; independent contractors and subcontractors; products and completed operations; and/or professional liability.

9.1.3 **Automobile Liability** insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage or \$1,000,000 combined single limit. This insurance shall cover any automobile for bodily injury and property damage.

9.1.4 **Professional Errors and Omissions** insurance with a minimum limit of \$ 1,000,000 per occurrence.

Upon failure of the Agent to furnish, deliver or maintain such insurance and certificates as above provided, this Agreement, at the election of the County, may be forthwith declared, suspended, or terminated. Failure of the Agent to obtain and/or maintain any required insurance shall not relieve the Agent from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the Agent concerning indemnification.

## 10. GENERAL PROVISIONS

10.1 Neither this Agreement nor any rights thereunder shall be assigned by either party, including any assignment by operation of law, without the prior written consent of the other party first having been obtained.

10.2 No waiver, amendment or modification of any covenant, condition, limitation or provision herein contained shall be valid unless in writing and duly executed by both parties.

10.3 It is agreed that if any provision of this Agreement shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provisions of this Agreement, all of which provisions shall remain in full force and effect; it is the intention of the parties hereto that if any provision of this Agreement is capable of two (2) constructions, one of which would render the provision valid, then the provision shall have the meaning which renders the provision valid.

10.4 This Agreement shall be governed by, and construed in accordance with, the Laws of the State of Illinois. All relevant provisions of the laws of the State of Illinois applicable hereto and required to be reflected or set forth herein are incorporated herein by reference.

10.5 This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns, if any, of the parties hereto, except that nothing contained in this paragraph shall be construed to permit any attempted assignment which would be in violation of any other provision of this Agreement.

10.6 This Agreement constitutes the entire agreement between the parties and supercedes all proposals, prior discussions and representations, oral or written, between the parties relating to this Agreement or any services to be provided to the County. No representation or statement expressly contained in this Agreement shall be relied upon or be binding upon the parties.

10.7 Agent shall pay all current and applicable, city, county, state and Federal taxes, licenses as required by law.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first written above.

**ATTEST:**

\_\_\_\_\_  
\_\_\_\_\_

**the County**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
\_\_\_\_\_

**the Agent**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*\*\*\*

### SERVICE FEE EXPLANATION

In accordance with Illinois Insurance Code, a service fee must be agreed upon in writing by the party to be charged. Therefore, please acknowledge by signing the Statement of Acceptance below.

\*\*\*\*\*

### STATEMENT OF ACCEPTANCE INSURANCE SERVICE FEE AGREEMENT

This service fee agreement is made this 1ST day of MARCH, \_\_\_\_\_,

2004, between Acordia, hereinafter called "agent," and

COUNTY OF MCLEAN \_\_\_\_\_,

(a Corporation, Sole Proprietor, Partnership)

hereinafter called "client."

1. This service fee agreement will apply to types of insurance and/or services as checked below:

- |   |  |
|---|--|
| <input type="checkbox"/> Package                                  | <input type="checkbox"/> Automobile                      |
| <input checked="" type="checkbox"/> Property                      | <input type="checkbox"/> Umbrella                        |
| <input checked="" type="checkbox"/> General Liability             | <input checked="" type="checkbox"/> Workers Compensation |
| <input checked="" type="checkbox"/> Other <u>CRIME AND BOILER</u> |  |

2. Client agrees to remit the sum of \$32,000.00 as a service fee, payable as follows:

- Quarterly Installments of \$8,000.00 (payable 3/1/04, 6/1/04, 9/1/04 and 12/1/04)
- Installment  
Downpayment due \_\_\_\_\_ in the amount of \$ \_\_\_\_\_,  
plus \_\_\_\_\_ equal installments due the \_\_\_\_\_ of each  
succeeding month in the amount of \$ \_\_\_\_\_ each.


3. Client understands and agrees that the service fee payable under this agreement is in addition to premiums to be paid on policies to the insurance companies involved.

4. Client acknowledges that in the event coverage is cancelled, the service fee charge is immediately earned.

COUNTY OF MCLEAN \_\_\_\_\_

ACORDIA \_\_\_\_\_

By: \_\_\_\_\_

By:   
G.W. McColloch, Agent



**RISK MANAGEMENT OFFICE**

TEL: (309) 888-5940 FAX: (309) 888-5949  
104 West Front Street P. O. Box 2400

E-MAIL: riskmg@mclean.gov  
Bloomington, IL 61702-2400

**Memo To:** Matt Sorensen, Chairman, Finance Committee  
Members, Finance Committee

**From:** Jennifer Ho, Risk Manager

**Date:** January 28, 2004

**Subject:** Fourth Quarter Risk Management Fund Report FY 2003

The Fourth Quarter Report of the Risk Management Fund as of December 31, 2003 is presented in Table 1 for your attention. This has been an eventful year for County given the fire at the Law & Justice Center, the arson at the Animal Control Center and the number of auto physical damage and liability claims during the 4<sup>th</sup> quarter. The Pearl case against the County, that was approved during the October board cycle is also included in this report. During the 4<sup>th</sup> quarter, we lost 2 Animal Control vehicles due to the arson and has 2 recoverable auto claims. We also have 8 new liability claims, of which 3 remain open. Our net change in incurred losses for all years is as follows for all line of coverages from the 3<sup>rd</sup> quarter:

Auto Liability	\$	6,885
Auto Physical Damage	\$	26,898
General Liability	\$	18,384
Workers Compensation	\$	100,964

At the close of this year, we are reporting an improved claims experience in workers compensation at 61 claims, which, barring late reporting claims, is the lowest claims experience since 1986 when statistics are available. This and other comparative first 12 month experience for the past 5 years of history is as shown in table 2.

As we move forward in Fy 2004, the approved budget for FY 2004 includes loss control and safety training money for County Departments. We will continue with providing safety outreach to employees as well through monthly safety quizzes. Certainly, we recognize that the commitment of department heads and employees is crucial to reduce work injuries and operational losses. I will be available for questions. Thank you.



**McLEAN COUNTY RISK MANAGEMENT FUND  
AS OF December 31, 2003**

**TABLE 1: CUMULATIVE CLAIMS SUMMARY BY LINE**

CLAIM TYPE	ALL	OPN	PD LOSSES	RESERVES	RECOVRS	INCRD LOSSES
<b>A. AUTO PHYSICAL DAMAGE:</b>						
PY 1992 - 1996	77	0	93,083	0	11,609	81,474
PY 1997	4	0	20,796	0	0	20,796
PY 1998	3	0	13,785	0	2,225	11,560
PY 1999	13	0	17,746	0	0	17,746
PY 2000	12	0	14,110	0	3,055	11,055
PY 2001	6	0	8,915	0	846	8,069
PY 2002	8	0	52,866	0	32,046	20,820
PY 2003	11	2	33,596	0	700	32,896
<b>B. AUTO LIABILITY:</b>						
PY 1992 - 1996	25	0	26,454	0	8,887	35,341
PY 1997	2	0	3,741	0	0	3,741
PY 1998	6	0	\$10,431	\$0	\$2,500	7,931
PY 1999	5	0	44,748	0	0	44,748
PY 2000	3	0	7,019	0	0	7,019
PY 2001	4	0	3,301	0	0	3,301
PY 2002	3	0	2,474	0	0	2,474
PY 2003	4	0	9,391	0	0	9,391
<b>C. GENERAL LIABILITY:</b>						
PY 1992 - 1996	43	0	125,418	0	42,298	83,120
PY 1997	10	1	95,772	9,688	0	105,460
PY 1998	6	0	\$3,141	\$0	\$0	\$3,141
PY 1999	9	1	21,566	1,374	0	22,940
PY 2000	11	1	6,303	5,154	0	11,457
PY 2001	9	3	39,023	22,756	0	61,779
PY 2002	4	1	1,673	7,041	0	8,714
PY 2003	10	3	1,585	12,500	0	14,085
<b>D. WORKER'S COMPENSATION:</b>						
PY 1992 - 1996*	450	3	2,871,684	478,408	1,748,482	1,602,337
PY 1997**	76	1	232,874	48,989	10,520	271,343
PY 1998	105	4	\$311,848	\$4,256	\$0	316,104
PY 1999	73	2	339,349	255,513	0	594,862
PY 2000	64	3	249,352	53,449	0	302,801
PY 2001	71	7	216,728	67,218	0	283,946
PY 2002	76	7	236,097	166,743	0	402,840
PY 2003	61	18	61,470	36,604	0	98,074

\* Includes catastrophic incident of 2/16/93 \*\* Includes Fatality of 8/15/97

**Table 2: Historical First 3 Month Experience - 1999-2003**

COVERAGES:	PY 1999		PY 2000		PY 2001		PY 2002		PY 2003	
	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$
Auto Physical Damage	13	17,746	12	11,055	6	8,069	8	20,820	11	32,896
Auto Liability	4	35,000	3	7,213	4	3,301	1	724	4	9,391
General Liability	8	7,595	11	5,896	5	1,499	1	489	10	14,085
Worker's Compensation	67	343,667	59	126,686	64	196,966	73	249,822	61	98,074
<b>TOTAL:</b>	<b>75</b>	<b>351,262</b>	<b>70</b>	<b>132,582</b>	<b>69</b>	<b>198,465</b>	<b>83</b>	<b>271,855</b>	<b>86</b>	<b>154,446</b>

PROJECTED CASH FLOW FOR FISCAL YEAR 2004  
 JANUARY 1, 2004 - MAY 31, 2004

COUNTY FUND	REVENUE			EXPENDITURES		
	CASH BALANCE AS OF 12/31/03	ACTUAL REVENUE AS OF 5/31/03	EST. TOTAL REVENUE AS OF 5/31/04	ACTUAL EXPENSES AS OF 5/31/03	EST. EXPENSES AS OF 5/31/04	EST. BALANCE AS OF 5/31/04
General Fund 0001	2,417,546	7,629,182	7,781,766	9,664,926	9,858,225	341,087
Sub-Total	2,417,546	7,629,182	7,781,766	9,664,926	9,858,225	341,087
Persons Devel. Disabilities Fund 0110	78,558	90,597	92,400	108,142	264,360	(93,402)
TB Care & Treatment Fund 0111	153,643	43,147	45,835	76,285	108,200	91,278
Health Department Fund 0112	804,373	842,866	727,315	1,328,267	1,338,380	193,308
Highway Department Fund 0120	1,050,000	306,956	185,000	588,727	683,500	551,500
Bridge Matching Fund 0121	3,016,274	294,228	25,000	246,542	1,861,000	1,180,274
County Matching Fund 0122	1,131,153	101,571	16,000	106,447	944,437	202,716
Children's Advocacy Center Fund 0129	24,212	182,354	176,100	163,877	187,974	32,338
FICA - Social Security Fund 0130	177,496	327,877	318,600	726,238	740,763	(244,667)
IMRF Fund 0131	265,498	218,617	274,500	516,249	528,574	13,424
Tort Judgment Fund 0135	(960,012)	308,202	325,800	768,972	788,196	(1,422,408)
Veterans Assistance Commission 0136	72,898	24,316	24,500	63,756	65,031	32,367
Sub-Total	5,814,093	2,682,731	2,211,050	4,691,502	7,488,415	536,728
TOTAL	8,231,639	10,311,913	9,992,816	14,356,428	17,346,640	
Working Cash Fund	742,423					
Indemnity Fund	101,503					
TOTAL AVAILABLE	9,075,565					

**A RESOLUTION TRANSFERRING MONIES FROM THE  
WORKING CASH FUND 0002  
TO THE TORT JUDGMENT FUND 0135  
FISCAL YEAR 2003**

**WHEREAS**, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the Tort Judgment Fund 0135 in the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance; and,

**WHEREAS**, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

**WHEREAS**, the County has heretofore established a Working Cash Fund and has accordingly collected a special tax therefore pursuant to statute; and,

**WHEREAS**, it is desirable to transfer to said funds, monies from said Working Cash Fund; and,

**WHEREAS**, the County Administrator has recommended the need for borrowing and transferring up to \$742,423.00 from the Working Cash Fund to the Tort Judgment Fund 0135; and,

**WHEREAS**, the Finance Committee concurs with the County Administrator's recommendation and so recommends this resolution to the McLean County Board; now, therefore,

**BE IT RESOLVED** by the McLean County Board in regular session that the sum of up to \$742,423.00 be and the same is hereby ordered transferred on an as needed basis from the Working Cash Fund 0002 to the following funds as follows:

FROM:	Working Cash Fund 0002	<u>\$742,423.00</u>
TO:	Tort Judgment Fund 0135	<u>\$742,423.00</u>

**BE IT FURTHER RESOLVED** that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$742,423.00 accordingly.

**BE IT FURTHER RESOLVED** that said County Treasurer be directed to immediately reimburse said Working Cash Fund on or before October 1, 2004, upon receipt of general property taxes until the full amount so transferred has been returned to the Working Cash Fund 0002.

(2)

**BE IT FURTHER RESOLVED** that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

**ADOPTED** by the County Board of McLean County, Illinois this 17th day of February, 2004.

**ATTEST:**

**APPROVED:**

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Peggy Ann Milton, Clerk of the McLean County Board  
McLean County, Illinois

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Michael F. Sweeney, Chairman  
McLean County Board

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**AN ORDINANCE TRANSFERRING MONIES FROM THE  
COUNTY GENERAL FUND 0001  
TO THE FICA/SOCIAL SECURITY FUND 0130  
FISCAL YEAR 2004**

**WHEREAS**, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the FICA/Social Security Fund 0130 in the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance; and,

**WHEREAS**, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

**WHEREAS**, there are sufficient monies available in the County General Fund 0001 that may be drawn upon temporarily to meet this projected shortfall; and,

**WHEREAS**, it is desirable to transfer said monies; and,

**WHEREAS**, the County Administrator has recommended the need for borrowing and transferring up to \$244,667.00 from the General Fund 0001 to the FICA/Social Security Fund 0130; and,

**WHEREAS**, the Finance Committee concurs with the County Administrator's recommendation and so recommends this Ordinance to the McLean County Board; now, therefore,

**BE IT ORDAINED** by the McLean County Board in regular session that the sum of up to \$244,667.00 be and the same is hereby ordered transferred on an as needed basis as follows:

FROM:	County General Fund 0001	<u>\$244,667.00</u>
TO:	FICA/Social Security Fund 0130	<u>\$244,667.00</u>

**BE IT FURTHER ORDAINED** that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$244,667.00 accordingly.

**BE IT FURTHER ORDAINED** that said County Treasurer be directed on or before October 1, 2004, to reimburse said County General Fund 0001 after receipt of general property taxes until the full amount so transferred has been returned to these funds.

(2)

**BE IT FURTHER ORDAINED** that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

**ADOPTED** by the County Board of McLean County, Illinois this 17th day of February, 2004.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the McLean County Board  
McLean County, Illinois

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

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**AN ORDINANCE TRANSFERRING MONIES FROM THE  
HEALTH DEPARTMENT FUND 0112  
TO THE PERSONS WITH DEVELOPMENTAL DISABILITIES FUND 0110  
FISCAL YEAR 2004**

**WHEREAS**, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the Persons with Developmental Disabilities Fund 0110 in the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance; and,

**WHEREAS**, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

**WHEREAS**, there are sufficient monies available in the Health Department Fund 0112 that may be drawn upon temporarily to meet this projected shortfall; and,

**WHEREAS**, it is desirable to transfer said monies; and,

**WHEREAS**, the County Administrator has recommended the need for borrowing and transferring up to \$93,402.00 from the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110; and,

**WHEREAS**, the Finance Committee concurs with the County Administrator's recommendation and so recommends this Ordinance to the McLean County Board; now, therefore,

**BE IT ORDAINED** by the McLean County Board in regular session that the sum of up to \$244,667.00 be and the same is hereby ordered transferred on an as needed basis as follows:

FROM:	Health Department Fund 0112	<u>\$93,402.00</u>
TO:	Persons with Developmental Disabilities Fund 0110	<u>\$93,402.00</u>

**BE IT FURTHER ORDAINED** that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$93,402.00 accordingly.

**BE IT FURTHER ORDAINED** that said County Treasurer be directed on or before October 1, 2004, to reimburse said Health Department Fund 0112 upon the receipt of general property taxes until the full amount so transferred has been returned to these funds.

(2)

**BE IT FURTHER ORDAINED** that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

**ADOPTED** by the County Board of McLean County, Illinois this 17th day of February, 2004.

**ATTEST:**

**APPROVED:**

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Peggy Ann Milton, Clerk of the McLean County Board  
McLean County, Illinois

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Michael F. Sweeney, Chairman  
McLean County Board

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**AN ORDINANCE TRANSFERRING MONIES FROM THE  
BRIDGE MATCHING FUND 0121  
TO THE TORT JUDGMENT FUND 0135  
FISCAL YEAR 2004**

**WHEREAS**, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the Tort Judgment Fund 0135 in the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance; and,

**WHEREAS**, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

**WHEREAS**, there are sufficient monies available in the County Highway Bridge Matching Fund 0121 that may be drawn upon temporarily to meet this projected shortfall; and,

**WHEREAS**, it is desirable to transfer said monies; and,

**WHEREAS**, the County Administrator has recommended the need for borrowing and transferring up to \$679,985.00 from the Bridge Matching Fund 0121 to the Tort Judgment Fund 0135; and,

**WHEREAS**, the Finance Committee concurs with the County Administrator's recommendation and so recommends this Ordinance to the McLean County Board; now, therefore,

**BE IT ORDAINED** by the McLean County Board in regular session that the sum of up to \$679,985.00 be and the same is hereby ordered transferred on an as needed basis as follows:

FROM:	Bridge Matching Fund 0121	<u>\$679,985.00</u>
TO:	Tort Judgment Fund 0135	<u>\$679,985.00</u>

**BE IT FURTHER ORDAINED** that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$679,985.00 accordingly.

**BE IT FURTHER ORDAINED** that said County Treasurer be directed on or before October 1, 2004, to reimburse said Bridge Matching Fund 0121 after receipt of general property taxes until the full amount so transferred has been returned to these funds.

(2)

**BE IT FURTHER ORDAINED** that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

**ADOPTED** by the County Board of McLean County, Illinois this 17th day of February, 2004.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the McLean County Board  
McLean County, Illinois

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

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